

EXHIBIT 1-1
ALLOWABLE EXPENSES CHART

Below is a table of allowable expense items and the requirements that must be met to assure reimbursement. Unless "xx" appears in one or more of the columns at the right, there are no special requirements for reimbursement.

EXPENSE ITEM	Specific authorization or approval	Receipt	Justification on voucher for any amount	Statement on voucher if over \$25.00
BAGGAGE				
1. Weight allowance on baggage transported free of charge by common carrier on ticket: a. Rail. Up to 150 lbs. (domestic) b. Air. Varies. Up to 70 lbs. per each of 2 bags within the continental U.S. on major trunk or regional carriers. c. Steamship. No specific limitation on baggage carried in traveler's stateroom. There is no additional allowance for free transportation of baggage for infants.				
2. Excess Baggage Charges for government property Note: Where air coach or air tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service is allowed	xx	xx	xx ¹	
3. Service Charge for checking baggage by checking agent where such charges for checking baggage in baggage rooms, or station or air terminal		xx	xx	
4. Storage Charges (e.g., when traveler stores baggage or equipment not needed during a portion of his trip)		xx	xx ²	
5. Transfer Charges - when necessary for official travel (e.g., when changing between stations where free transportation is not issued by common carrier.) CAUTION: Where the traveler's plans are changed he shall make sure that baggage that has been checked beyond the point where he leaves the train is stopped or transferred. If baggage cannot be intercepted or transferred and is carried to original destination on unused portion of ticket, the traveler shall give full explanation of facts when submitting unused portion of ticket. Failure to do so will result in any excess cost being charged to traveler.		xx	xx	
FEES OR TIPS	xx	xx		
1. Parking Fees - charges for parking automobiles		(over \$75)		
2. Porter - allowable only at transportation terminals for handling Government property carried by travelers. Porter fees for personal property, brief cases, etc. are not allowed.			xx ³	
3. Registration a. for attendance at local non-government sponsored meetings b. other	HHS-99			
4. Exchange of Currency a. Allowed i. fees for cashing U.S. Government checks or drafts reimbursing traveler for travel expenses only incurred in foreign countries ii. commissions for conversion of currency in foreign countries iii. Costs of travelers checks, money orders, certified checks purchased in connection with official travel. Costs may not exceed amount needed to cover reimbursable expenses. b. Not allowed: exchange fees for cashing checks or drafts	xx xx xx	xx xx ⁴		

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issued in payment of salary.				
5. For Foreign Travel - Passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, identity, and of affidavits, and charges for inoculations not obtainable through a Federal dispensary	xx	xx		
6. Not Allowed - Gratuities (tips) to Government employees				
HIRE OF ROOM 1. Allowed: When necessary to engage a room in a hotel or other place to transact official business	xx	xx	xx ⁶	
2. Not allowed: Hotel accommodations for personal use (cost included in subsistence allowance).				
PERSONAL SERVICES 1. Stenographic and typing services, guides, interpreters, drivers of vehicles, etc.	xx	xx	xx ⁵	
2. Rental of typewriter	xx	xx	xx ⁵	
POSTAGE Postage necessary for official airmail, foreign, or parcel post mail; and for official registered and special delivery mail.	xx	xx	xx ⁷	
POST OFFICE BOX RENTAL Where necessary for official airmail, foreign, or parcel post mail; and for official registered and special delivery mail.	xx	xx	xx	
STEAMER CHAIRS, RUGS, CUSHIONS, ETC. For official steamship travel, expenses incident thereto at customary rates actually charged				
STREETCARS AND BUSES WHILE IN TRAVEL STATUS 1. Allowed: Public transportation fares; a. from (or to) common carrier, or other terminals, to (or from) place of abode or place of business b. between place of abode and place of business, or between places of business	xx	xx (over \$75)	xx ⁹	
2. Not allowed: Public transportation fares between places where meals are taken, and places of business or places of lodging, except where nature and location of work at temporary duty station is such that suitable meals cannot be procured there - allowance will be made for transportation to the nearest available place for such meals.				
TAXICABS WHEN USED LOCALLY WHILE IN TRAVEL STATUS 1. Use allowed: a. from (or to) common carrier or other terminal to (or from) place of abode or place of business. b. between place of abode and place of business, or between places of business, where cheaper mode of transportation is not available, or is impracticable to use.	xx	xx (over \$75) xx (over \$75)	xx ⁹	
2. Use not allowed: between places where meals are taken, and places of business, except where nature and locations of suitable meals cannot be procured there - allowance will be made for transportation to the nearest available place for such meals.	xx	xx (over \$75)	xx ⁹	
3. Fares and Tips (refer to IOM 1.2.1.3)				
CHARGES for limousine service plus taxicab tip rates between airport and limousine pick-up or discharge point.		xx (over \$75)		
TELEGRAMS AND CABLEGRAMS 1. Allowed: Charges for telegrams, cablegrams, and radiograms on		xx	xx ¹⁰	

EXPENSE ITEM	Specific authorization or approval	Receipt	Justification on voucher for any amount	Statement on voucher if over \$25.00
official business. (Note: traveler shall use government facilities where available. Where not available official messages may be sent collect via commercial facilities.				
2. Not allowed: messages of a personal nature, including request for leave, information about salary check, expense voucher, hotel reservation, etc.; except that a request for hotel reservation incident to official business provided reference is made to official conference or official business involved is allowable.				
TELEPHONE CALLS 1. Allowed: charges for local and long distance calls when made on official business		xx ¹⁰ & xx ¹¹		
2. Personal calls - see IOM 1.2.8				
RECORDS Charges for copies of records furnished by State officials, such as Clerks of Courts, etc., when necessary for performance of official business		xx	xx ⁵	
SHIPMENTS (FREIGHT OR EXPRESS) - see IOM 4.5.5		xx	xx ¹²	
EMERGENCY OR OTHER MISCELLANEOUS EXPENSES 1. Cash used in lieu of transportation request for passenger transportation and accommodations. 2. Purchase of emergency supplies. 3. Any other miscellaneous expenditures incurred by traveler in performance of official business, such as samples of drugs, cosmetics, etc. purchased by FDA inspectors and investigators.	xx xx	xx xx	xx ⁵	
LAUNDRY EXPENSES Effective November 1, 1999 reimbursement of laundry expenses is allowed within the continental U.S. (CONUS) ¹³ when the traveler is in travel status for four or more consecutive nights and provides a receipt for all official laundry expenses. Reimbursement will be limited to actual expenses not to exceed an amount equal to \$5 times the number of consecutive nights on the trip for the first 30 days at a temporary duty travel location; \$3 times the number of consecutive nights on the trip for days 31 through 90 and \$2 times the number of consecutive nights on the trip beyond 90 days.		xx		

FOOTNOTES:

¹ Voucher must show weight of baggage and points between which moved.

² State that storage is solely on account of official business.

³ State that porter fee was for handling Government property carried by traveler.

⁴ Voucher shall show rate of conversion and commission charges.

⁵ Voucher shall show date of service, quantity, unit, and unit price.

⁶ In addition to information required in footnote #5, state necessity for hire of room.

⁷ State that postage was used for official mail.

⁸ Omitted

⁹ State necessity for daily travel.

¹⁰ For telegrams, cablegrams, and long distance telephone calls, show points between which service was rendered, date, amount paid on each and "official business".

¹¹ For local telephone, calls show number of calls, rate per call, total amount expended each day, and "official business".

¹² When government Bill of Lading is not used, explain circumstances.

¹³ Continental United States (CONUS) is defined as the 48 contiguous states and the District of Columbia.